



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CASE MANAGEMENT SPECIALIST I

Job Number: 20001177

Job Code: 65010V160916

Job Group: 6500 - PUBLIC ASSISTANCE

Job Established: 03/01/1998

Job Revised: 09/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$17.254 - Hourly

\$2,803.72 - 37.5 Hr. Monthly Salary

\$2,990.64 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Participates in formal and on-the-job training and performs beginning level duties in the assessment and provision of family centered services directed toward family self-sufficiency including determining continuing eligibility for public assistance programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in social work, counseling, providing direct services to individuals and/or families (i.e., employment services, community action agencies) or experience in reviewing, monitoring, determining eligibility for and/or administering Food Stamps, Kentucky Transitional Assistance Program, Medical Assistance, Child Support or other public assistance programs will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides family-centered services under direct supervision including needs assessment and explanation of agency services. Participates in formal and on-the-job training. Negotiates and develops an employment focused transitional assistance plan designed specifically for each family. Learns to screen for risk factors and/or barriers. Identifies resources and learns to make appropriate referrals while ensuring that services are coordinated. Facilitates the provision of supportive services such as childcare and transportation. Encourages and assists clients with the exploration of work opportunities. Makes referrals to agencies/employers for job readiness, job development and job placement. Completes appropriate forms and gathers required documentation to determine program eligibility. Maintains ongoing records of participant plans/activities and monitors progress toward family self-sufficiency. Makes home visits.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Performs duties in an office setting and will occasionally visit clients in their home.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.